**Upper Dublin FBLA Officer Duties   
*(Additional duties will be determined as needed.)***



**President**

* Preside over Meetings
* Ensure Meetings Run Properly
* Oversee all Chapter Activities
* Determine/Set Executive Board Meetings
* Set meeting Agendas
* Oversee the Committees
* Represents the Chapter
* Promote Growth of Club
* Appoint Sub-Committees
* Represent the Club in Everything You Do!

**Vice President**

* Assume all Duties of the President;   
  if Necessary Assist as when Needed
* Organize Club Activities
* Oversee the Committees
* Represents the Chapter
* Educate Members about Parliamentary Procedures

**Recording / Speaking Secretary**

* Keep Accurate Records of Meetings
* Roll Call at Meetings
* Maintain Point System
* Maintain Chapter Notebook
* Prepare Monthly Minutes
* Registration Information Collection
* Communicate with Class Representatives
* Send out Thank-You notes
* Organize Club Reports
* Develop Icebreakers
* Develops Member Survey

**Treasurer**

* Keep all Financial Records
* Keep Track of Paid Members
* Set-up Club Fundraisers
* Apply for Sponsorships
* Submit a Proposed Budget
* Create Treasurer’s Report
* Sign-off on Financial Paperwork

**Reporter (Public Relations)**

* Create a Monthly Newsletter for Members
* Submit Articles/Photos to the Newspaper
* Keep up with Wikispace Maintenance
* Take Pictures of Chapter Activities
* Maintains FBLA Bulletin Boards
* Distribute ‘Business Leadership’ Readings
* Create AM/PM announcements

**Other Club Ideas**

* + Club Fair Reps
  + Back to School Ice Cream Social   
    & Freshman Orientation
  + Competition Categories chosen sooner   
    in the year and based in qualifications
  + At least 1 Meeting – Strictly centered around competition preparation
  + Find out Online Testing Dates
  + PA & Flyer Announcements
  + “Next” Meeting Date should be posted on Meeting Agendas

**Additional positions may be needed throughout the school year.**

**All members will be considered for these positions based on member character,   
club attendance, activity involvement, recruitment and dedication to the club.**

**As officers of FBLA your attendance is required for ALL meetings.   
You will work together as an executive board for the club to provide FBLA with special events/activities, fundraising events, conference preparation and much more.**

**UD ~ FBLA Officer Expectations**

* You should have a minimum of 12 pts by the SLC (End of March)
* Maintain good grades (try for B’s or better)
* Have excellent attendance (including minimal lateness) in school
* Be prompt to meetings.
* Attend **ALL** meetings.
* Maintain good communications with officers & advisers.
* Learn to delegate; let others have opportunities for leadership.
* Promote quality membership.
* Participate in club fundraisers.
* Minimal referrals or detentions.
* Be aware that you represent your club at all times
* You are a **role model!**
* Participate in competitive events.
* Volunteering to provide ***“Snacks”*** at meetings is always appreciated.

**FBLA Goals**

* 75 Active Members; 25 State Qualifiers
* Higher Meeting Attendance & Tracking
* 2 School Newspaper Articles about FBLA